RDN Training Guide Adding/Editing Police Department

- To add a Police Department, click the Clients/Assignees tab from the Main Menu.

| MultiSearch | Clients/Assignees | Adjusters |

- Click the Police Dept's folder.

Add New Entity   Clients   Lienholders   **Police Dept's**

- Click the Add New Entity folder.

Add New Entity   Clients   Lienholders   Police Dept's

- Enter Police Agency information and click Save.

Adding New Entity to Database:
Basic Information

Entity Type:	**Police Agency**
Entity Name:	
Branch:	

→ Save

Editing a Police Department

- To edit a Police Department, click the Clients/Assignees tab from the Main Menu.

MultiSearch	**Clients/Assignees**	Adjusters

- Click the Police Dept's folder.

📁 **Add New Entity**   📁 **Clients**   📁 **Lienholders**   📁 **Police Dept's**

- Click the "Edit" icon for the Police Department to Edit.

Police Departments

Showing 1 to 182 of 182 Records.

Currently on page 1 ▾ of 1 pages.

Filter by state All ▾

Name	Address	City	State	Zip	Phone	
A Police Agency1	123 Austin Place	Austin	TX	78731	123●●●●	📄

- Once edits have been made, click Save Changes to save changes and return to the Client/Assignees tab or click Save + View to save and view your changes.

Questions?

If you have any questions regarding this new release, please contact RDN Support.

Phone: 817-204-0298
Email: support@recoverydatabase.net